

Filling out Annual Reports

Objectives

- Assist in the login, preparation, and submittal of Annual Reports.

Prerequisites

- Submit the registration packet. Registration package and instructions can be found at: <http://www.waterboards.ca.gov/stormwtr/docs/swarm/prereg.pdf>.
- Each user will be assigned a unique login and password to gain access to the CIWQS.

Logging into CIWQS

1. Open a web browser and visit <http://ciwqs.waterboards.ca.gov/ciwqs>.
2. The login prompt will appear. Enter the user ID and Password provided in the confirmation e-mail from ciwqs@waterboards.ca.gov.



By default a user ID is the first letter of the first name and full last name (e.g. registered user John Smith, user ID - jsmith). The default password is "Password1" (without the quotes). The user ID and password are case sensitive.

Initiating Report

1. After logging in, click on the fourth link titled "SWARM – Storm Water Annual Report Monitoring".



If the user is a "Data Submitter", the "Administer System" link shown above will not be displayed.

2. In the SWARM Facility Search screen, all previously registered facilities will appear as hyperlinks in the middle of the screen. To begin entering annual report data, click the correct facility link. If previously registered facilities are not visible, please contact the CIWQS Help Center (CHC) at 866-79-CIWQS or 866-792-4977.

Storm Water Annual Report Monitoring (SWARM) Facility Search

Facility Name: [SWARM Help](#)

WDID:

Physical Address:

City: Zip: County:


Region:

Reporting Period: 2005 - 2006

Report Status: Submitted

Facility Name	WDID	Physical Address	Most Recent Reporting Period	Report Status
MERRILL QUARRY	6A021017260	null WOLF CREEK RD MARKLEEVILLE, CA	07/01/2005 - 06/30/2006	In-Progress

3. The 2005-2006 reporting period will be selected by default. Click the "Continue" button.

 You are logged-in as: swarm

Storm Water Annual Report Monitoring (SWARM)

Facility Name: Blomberg Window Systems Agency: Blom

WDID ID: 5S34I004157 SIC Code(s): 3442

Choose Reporting Period: 2005 - 2006

2005 - 2006
2006 - 2007
2007 - 2008
2008 - 2009
2009 - 2010
2010 - 2011

4. Verify the information on the "General Info" Tab. In order to change the information on this screen, please fax a copy of the cover sheet with the corrections noted on it to 916-341-5543.
5. Click the "Sampling" Tab. Select whether or not the facility is exempt from collecting and analyzing samples from two storm events and click "Save".

1. For the reporting period, was your facility exempt from collecting and analyzing samples from two storm events in accordance with sections B.12 or 15 of the General Permit?:

6. If answer is "yes", the following screen will appear. The system will flow through the rest of Section D. After clicking "save" on the last question of Section D, the system will be redirected to the "Quarterly Visual Observations" Tab.

D. Sampling and Analysis Exemptions 1. Exemption from 2 Storm Events 2. Reason for Exemption 3. Scheduled to Sample 1 Storm Event		E. Sampling and Analysis Details	
<input type="button" value="Save"/>			
2. Indicate the reason your facility is exempt from collecting and analyzing samples from two storm events. Attach a copy of the first page of the appropriate certification if you check boxes ii, iii, iv, or v.:			
i. Participating in an Approved Group Monitoring Plan <input type="button" value="Yes"/>		Group Name: California Auto Dismantlers	
ii. Submitted No Exposure Certification (NEC) <input type="button" value="No"/>		Date Submitted: <input type="text"/> Re-evaluation Date: <input type="text"/> Does facility continue to satisfy NEC conditions?: <input type="button" value="No"/> Attach Documentation	
iii. Submitted Sampling Analysis Reduction Certification (SARC) <input type="button" value="No"/>		Date Submitted: <input type="text"/> Re-evaluation Date: <input type="text"/> Does facility continue to satisfy SRC conditions?: <input type="button" value="No"/> Attach Documentation	
iv. Received Regional Board Certification <input type="button" value="Yes"/>		Certification Date: <input type="text"/> Attach Documentation	
v. Received Local Agency Certification <input type="button" value="Yes"/>		Certification Date: <input type="text"/> Attach Documentation	
<input type="button" value="Save"/>			

7. If answer is "no", the following screen will appear. The system will flow through the rest of Section E.

D. Sampling and Analysis Exemptions		E. Sampling and Analysis Details 1. Number of Storm Events Sampled 2. Collected From First Storm Event 3. Number of Discharge Locations 4. Collected Sample from Each Discharge Location 5. Reduction of Sample Collection/Analysis 6. Samples Collected in First Hour 7. Samples Preceded by 3 Days Without Storm Discharge 8. Any Discharges Temporarily Contained 9. Collection/Analysis of Contained Discharges 10. General Permit Sampling Analysis	
<input type="button" value="Save"/>			
1. How many storm events did you sample?: <input type="text"/>			
If less than 2, enter explanation:		<input type="text"/>	
<input type="button" value="Save"/>			

8. Click the "Mon Locs" Tab. Click the "Create a New Monitoring Location" button.

General Info	Sampling	Mon Locs	EDF	Raw Data	Data Summary	Quarterly...	Monthly...	Evaluation	Attachments	Save
<input type="button" value="Create a New Monitoring Location"/>										
Facility	Type	ID	Name	Description	Latitude	Longitude	Associated Discharge Points			

9. Enter information on this screen as follows:

- Click the "Facility" drop-down list and select the facility.
- For the "Identifier" and "Name" fields, choose a monitoring location name and enter it in each field. Naming suggestions as follows: "Mon-1" for the first monitoring location, "Mon-2" for the second monitoring location, etc.
- Click the "Type" drop-down list and select "Effluent Monitoring".
- Click the "Waterbody" drop-down list and select the nearest California waterbody on the list that either directly or indirectly received the facility's storm water flows.
- Although the "Description" field is not required, the option to further describe the monitoring location is available (e.g. NW outfall near employee parking lot)
- Click "Save" and repeat these steps to add all monitoring locations.



NOTE: A red astrisk "*" identifies all required fields.

10. Click the "Raw Data" Tab.

- Click the "Monitoring Location" drop-down to choose the monitoring location for this sample.
- To the right of the "Create New Event with" button, enter the date and time of the sampling event. The date and time must be in the following format:

MM/DD/YYYY HH:MM:SS. There must be a space in between the date and time, and the time must be in 24-hour format (e.g. to enter March 1, 2006 at 3pm, enter 03/01/2006 15:00:00).

General Info | Sampling | Mon Locs | EDF | Raw Data | Data Summary | Quarterly... | Monthly... | Evaluation | Attachments | Save

Enter measured sample values for each of the line items listed under each monitoring location.

Save Monitoring Location: MON - 1

Sampling Event Date/Time: 03/01/2006 12:30:00 (MM/dd/yyyy hh:mm:ss)

Time Discharge Started: (hh:mm:ss)

Name of Person Collecting Samples: Title:

Parameter	ND Entry Result Qualifier	Result	Unit conversions Units	Analytical Method	Method Detection Limit	Analyzed By
Select Parameter	=					Lab

11. **CLICK THE "CREATE NEW EVENT WITH" BUTTON.** The basic parameters and parameters specific to the facility's SIC Code(s) will populate the table below. Fill in the "Time Discharge Started", "Name of Person Collecting Samples", and "Title" fields.

General Info | Sampling | Mon Locs | EDF | Raw Data | Data Summary | Quarterly... | Monthly... | Evaluation | Attachments | Save

Enter measured sample values for each of the line items listed under each monitoring location.

Save Monitoring Location: MON - 1

Sampling Event Date/Time: 03/01/2006 12:30:00 (MM/dd/yyyy hh:mm:ss)

Time Discharge Started: (hh:mm:ss)

Name of Person Collecting Samples: Title:

Parameter	ND Entry Result Qualifier	Result	Unit conversions Units	Analytical Method	Method Detection Limit	Analyzed By
pH	=		SU	SW9041A		Lab delete
Total Suspended Solids (TSS)	=		mg/L	E160.2		Lab delete
Electrical Conductivity @ 25 Deg. C	=		umhos/cm	E120.1		Lab delete
Oil and Grease	=		mg/L	E413.2		Lab delete
Lead, Total	=		mg/L	E200.8		Lab delete
Aluminum, Total	=		mg/L	E200.8		Lab delete
Copper, Total	=		mg/L	E200.8		Lab delete
Lead, Total	=		mg/L	E200.8		Lab delete
Iron, Total	=		mg/L	E200.8		Lab delete
Zinc, Total	=		mg/L	E200.8		Lab delete
Select Parameter	=					Lab

12. Enter the results for all the parameters listed.

- If a parameter is displayed and is not required, enter zero for that parameter result. Directions on how to delete this record are described below.
- If a sample result is marked as ND (non-detect), the user must locate the MDL (Method Detection Limit) on the laboratory report, change the Result Qualifier to "<", enter the MDL value, and then again in the MDL column. Also, if the sample result is marked as "TRACE" amounts detected, change the Result Qualifier to "<", enter the most restrictive value (either PQL or MDL), and then again in the MDL column.
- If the sample result units do not match the units listed in SWARM, convert the result units by using the "Unit Conversions" table. Click the "Unit Conversions" hyperlink to view this table.
- If substitution of a parameter is allowed, enter zero for each "to-be-deleted" parameter result. Click "Save". A hyperlink will appear next to

each parameter record ("delete"). Click the hyperlink to delete any parameters that are either not required or will be substituted. Click the "Select Parameter" button and enter the additional/substituted parameter on the parameter search screen. Click "Search". When a parameter appears, click the "Select" hyperlink under the "Action" column.

Parameter Search
Enter search criteria and click 'Search'.

Identifier	Value
Parameter Name	<input type="text"/>
STORET Number	<input type="text"/>
CAS Number	<input type="text"/>
PCS Number	<input type="text"/>

[Parameter Reference List](#)

Parameter Search
Click 'New Search' to initiate a new search with new criteria.

Identifier	Value
Parameter Name	COO
STORET Number	<input type="text"/>
CAS Number	<input type="text"/>
PCS Number	<input type="text"/>

[Parameter Reference List](#)

Searching Result: 1 of 1

Parameter	Synonym	STORET Number	CAS Number	PCS Number	Action
Chemical Oxygen Demand (COD)	BOD % Removal, BOD, 5-day (20 Deg. C), BOD, 5-day Percent Removal, BOD, nitrogen inhibited, BOD5 @ 20 Deg. C, CBOD % Removal, CBOD, 5-day (20 Deg. C), CBOD, 5-day Percent Removal, Carbonaceous BOD, DO, Oxygen, Dissolved Percent Saturation		7782447	81017	Select

Previous 1-1 of 1 Next



NOTE: Click the "Save" button any time a new screen will appear (e.g. "Select Parameter" screen).

- Enter the value for this parameter.

General Info | Sampling | Mon Locs | EDF | Raw Data | Data Summary | Quarterly | Monthly | Evaluation | Attachments | Save

Save Monitoring Location: MON-1

Sampling Event Date/Time: 03/01/2008 12:30:00 Show Existing Events or Create New Event with: (MM/dd/yyyy hh:mm:ss)

Time Discharge Started: 13:00 (hh:mm:ss) Name of Person Collecting Samples: John Smith Title: Sampler

Parameter	ND Entry Result Qualifier	Result	Unit/Conversions Units	Analytical Method	Method Detection Limit	Analyzed By	
Electrical Conductivity @ 25 Deg. C	=	200	umhos/cm	E120.1		Lab	delete
pH	=	7	SU	SIW9041A		Lab	delete
Total Suspended Solids (TSS)	=	100	mg/L	E160.2		Lab	delete
Oil and Grease	=	5	mg/L	E413.2		Lab	delete
Lead, Total	=	4	mg/L	E200.8		Lab	delete
Aluminum, Total	=	8	mg/L	E200.8		Lab	delete
Copper, Total	=	0	mg/L	E200.8		Lab	delete
Lead, Total	=	0	mg/L	E200.8		Lab	delete
Iron, Total	=	5	mg/L	E200.8		Lab	delete
Zinc, Total	=	1	mg/L	E200.8		Lab	delete
Chemical Oxygen Select Parameter	=	3	mg/L	A5220D		Lab	delete

13. Click "Save". Repeat steps as needed.

14. Click the "Data Summary" Tab to review data. Return to the "Raw Data" Tab if edits are necessary.

15. Click the "Quarterly" Tab. The system will flow through the section. Click "Save" after each question is answered.

The screenshot shows the 'Quarterly' tab selected in the top navigation bar. The main content area is titled 'F.1 Authorized NSWD Quarterly Visual Observations'. Below this, there are links for 'Form 2.A Authorized NSWDs Occurrences', 'Form 2.B Authorized NSWDs Details', 'Form 3.A Unauthorized NSWDs Occurrences', and 'Form 3.B Unauthorized NSWDs Details'. A 'Save' button is located below the links. The main section is titled 'Section B.3.b of the General Permit requires quarterly visual observations of all authorized non-storm water discharges and their sources.' Below this, there is a question: 'a. Do authorized non-storm water discharges occur at your facility?' with a dropdown menu set to '--Select--' and a note 'If "No", proceed to F.2.' Below this, there is a question: 'b. Indicate whether you visually observed all authorized non-storm water discharges and their sources during the quarters when they were discharged. Enter an explanation for any "NO" answers. Indicate "N/A" for quarters without any authorized non-storm water discharges.' Below this, there are four rows for quarters: 'July - Sept', 'Oct - Dec', 'Jan - Mar', and 'Apr - Jun'. Each row has a dropdown menu set to '--Select--' and a text box for 'Explanation if "No":'. A 'Save' button is located at the bottom of the form.

16. Click the "Monthly" Tab. The system will flow through the section. Click "Save" after each question is answered.

The screenshot shows the 'Monthly' tab selected in the top navigation bar. The main content area is titled 'G. Monthly Wet Season Visual Observations (WSVO)'. Below this, there are links for 'Form 4.A Storm Water Discharge Visual Observations' and 'Form 4.B Storm Water Discharge Visual Observations Details'. A 'Save' button is located below the links. The main section is titled 'Section B.4.a of the General Permit requires you to conduct monthly visual observations of storm water discharges at all storm water discharge locations during the wet season. These observations shall occur during the first hour of discharge or, in the case of temporarily stored or contained storm water, at the time of discharge.' Below this, there is a question: 'Indicate below whether monthly visual observations of storm water discharges occurred at all discharge locations. Attach an explanation for any "NO" answers. Include in this explanation whether any eligible storm events occurred during scheduled facility operating hours that did not result in a storm water discharge, and provide the date, time, name and title of the person who observed that there was no storm water discharge.' Below this, there are seven rows for months: 'October', 'November', 'December', 'January', 'February', 'March', and 'April'. Each row has a dropdown menu set to '--Select--' and a text box for 'Explanation if "No":'. A 'Save' button is located at the bottom of the form.

17. Click the "Evaluation" Tab. The system will flow through the section. Click "Save" after each question is answered.

18. Click the "Attachments" Tab. If there are any paper forms required in the SWARM report, they can be attached in this tab. **It is required that a scanned or electronic version of the analytical results received from the lab be attached to the annual report.**

- Create a file(s) to attach and store it on a computer.
- Click the "Browse" button to find the file(s). Find and open the file to be linked.
- In the "File Description" field, describe the file to be attached and click the "Upload File" button.



NOTE: Uploaded files have a maximum size of 50 megabytes.

19. Click the "Certify" Tab. Click the "Perform Completion Check" button to check the annual report for errors.

- All errors in the report will display. The report will not be able to be submitted until all errors are corrected.

- Once all errors are corrected, click the "Review and Print Annual Report" hyperlink. A facility is required to maintain all records, including annual reports, on site for five years. Fill out the blank certification fields and press the "Certify Annual Report" button.



NOTE: The "Certify Annual Report" button will be grayed-out if a Data Submitter is logged into the system, meaning the Data Submitter is not authorized to certify the annual report. The Legally Responsible Officer is the only individual authorized to certify an annual report.

- A confirmation screen will verify that the annual report was successfully submitted. Print out the screen as proof of electronic transmission and certification and include it with the printed annual report hard copy.

General Info	Sampling	Mon Locs	EDF	Raw Data	Data Summary	Quarterly...	Monthly...	Evaluation	Attachments	Certify												
<p>Your electronic Annual Report has been successfully received by the State Water Resources Control Board's database and is hereby certified. Your confirmation information for this certification is as follows:</p> <table border="1"> <tr> <td>WDID</td> <td>58341004157</td> </tr> <tr> <td>Reporting Period</td> <td>2005 - 2006</td> </tr> <tr> <td>Certifier Name</td> <td>John Glostor</td> </tr> <tr> <td>Certifier Title</td> <td>Manager</td> </tr> <tr> <td>Date Certified:</td> <td>06/19/2006</td> </tr> <tr> <td>Certification ID:</td> <td>168260</td> </tr> </table> <p>Please print out this screen as proof of certification. You will not be allowed to make any further changes to the certified report. If you need to correct any information you must contact your Regional Board representative.</p> <p>All records must be retained for 5 years from the date of the report or monitoring activity.</p> <p align="center">Print Annual Report</p>											WDID	58341004157	Reporting Period	2005 - 2006	Certifier Name	John Glostor	Certifier Title	Manager	Date Certified:	06/19/2006	Certification ID:	168260
WDID	58341004157																					
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Certifier Name	John Glostor																					
Certifier Title	Manager																					
Date Certified:	06/19/2006																					
Certification ID:	168260																					



NOTE: Once an annual report is certified and submitted, the option to print an additional copy of the submitted annual report is available by logging back into CIWQS, selecting the facility, clicking the "Certify" tab, and then clicking the "Print Annual Report" hyperlink. This option is to be used only if there were problems with the facility's printer, or Internet connection was severed, etc. Keep in mind that the facility's Legally Responsible Officer was required to review, print, and sign the printed hard copy of the annual report.



NOTE: Failure to submit the requested information may result in further enforcement action, including civil monetary penalties of up to \$10,000.00 for each day of violation.